

## County of Sullivan, NH

**Type of meeting:** Board of Commissioners Regular Business Meeting Minutes  
**Date/Time:** Tuesday, January 21, 2014, 9:00 AM  
**Place:** Unity, NH – Sullivan County Health Care Building, 1<sup>st</sup> Floor,  
Frank Smith Living Room, 5 Nursing Home Drive, 03743

**Attendees:** Commissioners Jeffrey Barrette – Chair, Bennie Nelson – Vice Chair and Ethel Jarvis - Clerk, Ted Purdy – Sullivan County Health Care (SCHC) Administrator, John Cressy – Facilities & Operations Director, Lionel Chute – Natural Resources Director, Ross L. Cunningham – Department of Corrections (DOC) Superintendent, and Sharon Callum – Administrative Assistant | Minute Taker.

**Public attendees:** Archie Mountain – Eagle Times News Reporter / Argus Champion Editor.

**9:07** The Chair, Jeffrey Barrette, brought the meeting to order and led all in the *Pledge of Allegiance*. The Chair noted County Manager Jessie Levine is out sick.

### **Agenda item No. 1. Formal Appointment of County Manager**

**9:10 Motion:** we appoint Jessie Levine as County Manager, agent of the Commission. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.

### **Agenda Item No. 2. Sullivan County Health Care Administrator's Report, Ted Purdy**

#### Agenda Item No. 2.a. Census Review

Mr. Purdy stated the report reflects the first six months and reviewed the following [Appendix A.1-7]:

- *Medicare, Private, Medicaid, HCBC (Respite), Insurance/Mngd Care, Medicare B Revenue:* Average census 134, Medicare/Private/Medicaid are all under budget, Insurance/Managed Care variance census of 19. Eff. 1-01-2014 Medicaid rate changed to \$160.61 – the State increased the rate as census is low state wide. No HCBC. Med B negative variance (-\$4,976.33).
- *SCHC Revenue Review thru 12/31/13:* submitted bed tax assessment first week of January and should see payment soon. Medicare Part A has a negative variance.
- *Quarterly Resident Census:* 2<sup>nd</sup> quarter was 133 vs. 138 last year; today's census is 134. Ramped up Medicare patients – showed 7 for month with increase from 5 to 10 today.
- *Medicare Length of Stay Analysis:* shows a little lower, 488 as of today vs. budget of 475.
- *Summary Admission/Discharge Report 12/1/2013 Thru 12/31/2013:* 5 admissions/4 discharges.
- *Summary Admission/Discharge Report 7/1/2013 Thru 12/31/2013:* 40 admissions/39 discharges.
- *Month-end Aged Analysis*

There have been no new GI issues the last couple days; back to normal operations – the main entrance signs will remain throughout the flu season.

Comm. Nelson and Mr. Purdy briefly discussed a 'nice' article Archie Mountain published relating to a resident centenarian at the facility.

Mr. Purdy noted agency staffing was used just a little during December to cover holidays.

**Agenda Item No. 3. Sullivan County Natural Resource Directors' Report, *Lionel Chute***

Mr. Chute distributed a report titled *Maintenance Needs on County Lands* [Appendix B.1-2] and reviewed; the six properties discussed were:

1. Stowell. Nelson requested the open cellar hole be considered 'high priority'. Chute confirmed most boundary lines are blazed well.
2. Judkins.
3. Little Sugar River. Chute wants to ensure property lines are good. There's one trail on the property.
4. Marshall Pond. There are three (3) fields needing brush hogging. Pheasants are released on the south field, which is prime soil - he'd like to move the release to another field. The water main blockage may be due to a beaver and he's met with trapper Roy Emerson - they could trap it out but might snare other wildlife - and they may be able to find a more 'elegant' solution.
5. Unity Mountain Forest. Chute has requested a sign fabricator to design signs for various areas and will keep them updated on the quote received.
6. County Farm. They are composting food from SCHC with possibility of saving 2,000 to 3,000 a year composting winter waste. The Chair discussed products using compost. In response to using the blue tractor for brush hogging, Cressy noted it has been welded many times and is in poor condition. There is abandoned sap tubing on Glidden Hill to pick up and taps left in trees, with some tubing strangling the trees. Chute would like to use inmates for various projects and will work with DOC. The Chair suggested asking for 4-H youth help on some projects, also. Chute would like to place fencing around the apple orchard - there is an interest from various people who would like to buy the apples. There's a lot of trash - insulation and apple baskets - stacked up in the root cellar; the doors and roof need work, or replacement; the cellar has tremendous value with uses to include: aging cheese, wine and beer making, etc. Cressy noted the root cellar, as well as the Sanders Building and cemetery, are noted as historical landmarks. Barrette noted, if not registered as a federal historical land mark - there would be no regulations applied to maintenance-changes of the areas needing work. Chute would like to use goats from Bruce Ferland to graze on pasture out back - keeping weeds down. Barrette and Nelson noted they were in favor of this and pointed out residents like watching the animals, also. Chute commended the work of William Leavitt on the sugar lot he's been leasing from the County. Nelson noted, Leavitt requested an extension on the lease. Barrette is in favor of the extension; plus, noted, it was there intent to see the sugar house in operation. Chute discussed landscaping needs around all buildings at the County complex; discussed previous plantings at the Community Corrections Center and changes he'd like to see there; he noted a couple names of people who offered their services with a tree spade to transfer trees. Chute discussed The Common Greens area and the changes and replanting he'd like to incorporate. He discussed the Cemetery lot blue spruce trees he'd like to remove, and, pursuing a grant to fund grave stone restoration.

Chute discussed improvements to the fire pond for SCHC resident recreation – possible dock or platform. It was noted the contractor for the CCC plantings had submitted a gazebo design for the fire pond. He requested feedback from the Commission and County Manager with suggested prioritizing. He reminded all his time is spent 50/50 between Natural Resource and Conservation. Supt. Cunningham suggested Chute work with Lt. Brookens on an inmate schedule with work detail, to help with proposed projects. A brief discussion took place between the commissioners and Mr. Chute about logistics of labor. They suggested he look into attaining an intern for assistance. Nelson suggested, when the lease for mowing is formalized, to include other mowing areas. Chute will be meeting with NRCS regarding the existing corn fields.

**Agenda Item No. 4. Department of Corrections Superintendent Report, *Ross L. Cunningham***

Agenda Item No. 4.a. Population Census Overview

Cunningham distributed and reviewed the January 21, 2014 Daily Report from Sgt. Milliken [Appendix C]. As the result of a multiple arrest, nine were brought into the jail recently, staff performed a phenomenal job, however, as the result, he's reached out to the arresting agencies to ask for prior notification of these types of events. He's contacted Rockingham County jail to take on more of their female inmates as Sullivan has space.

Agenda Item No. 4.b. Staffing Update

They have two interns starting: a Psych Major from Colby Sawyer, who begins today and one from Keene Tech. who owns a physical fitness business in Enfield; he's met both; interns are going through orientation training and working with staff; one will be here four (4) months, while the other will be here 5-6 months.

Non Agenda Item Grants & Other News

They are reapplying for the *PREA* funding to offset Lt. O'Sullivan's salary, a per diem investigator; they are preparing the application, which will include funding for contract services and training for both Sullivan County and other facilities. The funding is a little different through the *PREA* program: you apply for a *PREA* audit through the Bureau of Justice, in turn, they send a list of auditors, you select one from the list, they perform a site visit the County pays for, the County then becomes *PREA* compliant and certifies every 2-3 years.

They are looking into additional *Second Chance Act* funding for mental health treatment to maintain the solid connection with West Central Behavioral Health - will keep the Commission updated as they proceed. In response to questioning, Cunningham confirmed those with marijuana habits would fit into the community intervention programs.

Jane Coplan, Inmate Programs Director, will be wrapping up employment with Sullivan by the end of July. Cunningham anticipates advertising for the position by the end of March, selecting a candidate and bringing them on board to overlap their time with Ms. Coplan's. This would be a full time position with benefits – they've been budgeting a two person health plan on regular basis. Warwick will be involved in the recruitment process.

### **Agenda Item No. 5. Facilities and Operations**

Staffing. Mr. Cressy noted Facilities has filled two part time positions. One is beginning today pending a background check; one will be dedicated to the Newport County complex – they find they tend to delay Newport Complex work until sufficient work-orders are submitted to warrant sending someone to the facility.

Biomass. The turbine is not running yet; working out the 'switchings' with PSNH; and are finishing the controls. They expect the General Contractor to be done by the end of the week. Cambridge is expected to install the belt filter soon – they can then perform a test to 'qualify'. With this plant, they will be 1200 metric tons a year cleaner vs. burning oil.

New Water Well. Pipes and wiring are all buried from well to building. They tapped into the main water line and operated with full pressure - not spilling a drop! They've graded, backfilled and hayed the area. Next step is the concrete work – the building was constructed inside, in one piece, and should be sitting on concrete in a couple weeks.

NH State Salt Shed Lease. Comm. Nelson noted he spoke with the NH State representative, who said he did not have the latest version. Mr. Cressy confirmed he resent the last version he had seen, with the additional sand-salt added to it, and is waiting for reply.

### **Agenda Item No. 7. Commissioners' Report**

#### Agenda Item No. 7.a. Old Business – NH Primex Health Insurance Surplus Follow Up

An e-mail Ms. Callum to the Board was reviewed – the email included notes confirming Primex knew of no RSA's relating to specific handling of the health refund surplus that was specific to the positive 2008 funding pool [Appendix D.1-5; includes ck. copy, orig. ltr., and spreadsheet from Primex]. Barrette noted, since there are no legal requirements, based on the year in question - 5 years prior, to a). apply the refund to offset the County cost - especially since the County pays the 'lions share', and b). do so due to turnover - we would not be able to capture the people that it applied to. Nelson suggested reserving a small amount towards an employee health fair, yoga class, fitness equipment, or some type of health related program. Barrette concurred and tasked Callum to contact Human Resources to compile a list of ideas based on using \$4,000-\$5,000 for employee health related issues.

**10:26 Motion: to authorize changing the name on the County credit card and bank statements, from Greg Chanis to Jessie Levine. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor. *The Commissioners signed the Bank of America letter.***

#### Agenda Item No. 7.b.ii New Business FY15 Budget Discussions

An updated FY15 Budget Time Line was distributed [Appendix E]. Nelson requested IT discussions added to County Manager's list of goals. Barrette has discussed this with Ms. Levine. Barrette would like to tie the wage increase to CPI – Consumer Prices Index.

#### Agenda Item No. 7.b.iii New Business Bath Historical Society, Raymond S. Burton Estate, Executor Request for Funds

A letter written from Duane Baxter, Executor-Raymond S. Burton Estate, on Bath Historical Society letter head, was reviewed [Appendix F]. Barrette is in favor of placing a onetime expense in the Commissioners Department FY15 budget for the project. Jarvis is not in favor – she noted historical societies are not part of government and usually proceed by raising money themselves; plus, funds are being applied to construction on a building. Nelson noted it was a great idea and worth the cause, but unsure if it should be at the burden of the tax payer - he suggested NHAC might want to do it. Barrette will contact Mr. Baxter on their decision.

Agenda Item No. 7.b. New Business – County Grants (Fund 10.861-Outgoing Grants)  
Copies of the Grant Application Process, Application, and ad slide – to be sent to CCTV and NCTV - were distributed. Barrette wants this to be a Delegation responsibility. Comm. Jarvis noted she likes to learn about the organizations. There were no changes made.

**Agenda Item No. 8. Public Participation**

No public participation.

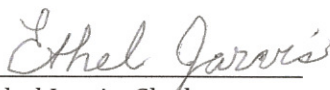
**Agenda Item No. 9. Meeting Minutes Review**

Agenda Item No. 9.a. Jan. 6, 2014 Public Meeting Minutes

**10:46 Motion: to approve the January 6<sup>th</sup> minutes as printed. Made by: Nelson.  
Seconded by: Jarvis. Voice vote: All in favor.**

**10:47 Motion: to adjourn meeting. Made by: Jarvis. Seconded by: Nelson. Voice  
vote: All in favor.**

Respectfully submitted,

  
\_\_\_\_\_  
Ethel Jarvis, Clerk  
Board of Commissioners

EJ/sjc

Date minutes approved: **February 3, 2014**



**Tuesday January 21<sup>st</sup>, 2014**

**9:00 AM Regular Business Meeting**

Sullivan County NH, Board of Commissioners

**AGENDA**

**Meeting Location: Unity County Complex**

County Unity Complex – Sullivan County Health Care Bldg., Frank Smith Living Room  
MapQuest/Google Address: 5 Nursing Home Drive, Claremont, NH 03743

- |                    |    |   |
|--------------------|----|---|
| 9:00 AM – 9:05 AM  | 1. | Formal Appointment of County Manager  |
| 9:05 AM – 9:25 AM  | 2. | Sullivan County Health Care Administrator's Report, <i>Ted Purdy</i> <ul style="list-style-type: none"><li>a. Census Review</li><li>b. Staffing Update</li></ul>  |
| 9:25 AM – 9:45 AM  | 3. | Sullivan County Natural Resource Director's Report, <i>Lionel Chute</i>   |
| 9:45 AM – 10:05 AM | 4. | Department of Corrections Superintendent's Report, <i>Ross L. Cunningham</i> <ul style="list-style-type: none"><li>a. Population Census Review</li><li>b. Staffing Update</li></ul>   |
| 10:05AM – 10:25AM  | 5. | Facilities & Operations Director's Report, <i>John Cressy</i>   |
| 10:25AM – 10:45AM  | 6. | County Manager's Report, <i>Jessie Levine</i>   |
| 10:45AM – 11:05AM  | 7. | Commissioners' Report <ul style="list-style-type: none"><li>a. Old Business<ul style="list-style-type: none"><li>i. NH Primex Health Insurance Surplus Follow Up</li></ul></li><li>b. New Business<ul style="list-style-type: none"><li>i. Authorize County Manager Name on County Credit Card and Bank Statements to be updated</li><li>ii. FY15 Budget Discussions</li><li>iii. Bath Historical Society, Raymond S. Burton Estate, Executor Request for Funds</li></ul></li></ul> |

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.



- 11:05AM – 11:20AM 8. Public Participation
- 11:20 AM – 11:25 AM 9. Meeting Minutes Review  
a. Jan. 6<sup>th</sup> Public Meeting Minutes
- 11:25AM 10. Adjourn meeting

*Upcoming Events / Meetings:*

**Jan. 22<sup>nd</sup> Wed.**

**FY15 Budget Presentation Meeting between  
County Manager and Department Heads**

**Time: 10 AM**

Place: Newport, NH – 14 Main Street

**Feb. 3<sup>rd</sup> Mon.**

**Commissioners Regular Business Meeting**

**Time: 9 AM**

Place: Newport, NH – 14 Main Street

**Feb. 18<sup>th</sup> Tue.**

**Commissioners Regular Business Meeting**

**Time: 9 AM**

Place: Unity, NH – 5 Nursing Home Drive,  
Sullivan County Health Care, Frank Smith  
Living Room

Agenda A.1

Dec 2013

MEDICARE							
	Dec 2012 Actual	Dec 2012 AVG DAILY CENSUS	Dec 2013 Actual	Dec 2013 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	320	10	204	7	279	9	-75
REVENUE	\$152,604.83		\$99,670.26		\$132,525.00		-\$32,854.74
AVERAGE RATE PER DAY	\$476.89		\$488.58		\$475.00		\$13.58

PRIVATE							
	Dec 2012 Actual	Dec 2012 AVG DAILY CENSUS	Dec 2013 Actual	Dec 2013 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	607	20	513	17	558	18	-45
REVENUE	\$158,025.00		\$139,665.00		\$147,870.00		-\$8,205.00
AVERAGE RATE PER DAY	\$260.34		\$272.25		\$265.00		\$7.25

MEDICAID							
	Dec 2012 Actual	Dec 2012 AVG DAILY CENSUS	Dec 2013 Actual	Dec 2013 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	3,354	108	3,412	110	3,441	111	-29
REVENUE	\$480,930.06		\$516,952.12		\$501,147.24		\$15,804.88
AVERAGE RATE PER DAY	\$143.39		\$151.51		\$145.64		\$5.87

HCBC (RESPITE)							
	Dec 2012 Actual	Dec 2012 AVG DAILY CENSUS	Dec 2013 Actual	Dec 2013 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	2	0	0	0	0	0	0
REVENUE	320.64		\$0.00				-\$416.67
AVERAGE RATE PER DAY	\$160.32		#DIV/0!		\$416.67		\$0.00

INSURANCE/MNGD CARE							
	Dec 2012 Actual	Dec 2012 AVG DAILY CENSUS	Dec 2013 Actual	Dec 2013 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	1	0	19	1	0	0	19
REVENUE	\$350.00		\$7,896.42		\$2,972.60		\$4,923.82
AVERAGE RATE PER DAY	\$350.00		\$415.60		\$350.00		\$65.60

	Dec 2012 Actual	Dec 2012 AVG DAILY CENSUS	Dec 2013 Actual				
TOTAL CENSUS	4,284		4,148		0		
AVERAGE CENSUS		138.4		134	0	138.0	
	\$792,230.53		\$764,183.80		\$784,931.51		-\$20,747.71

MEDICARE B REVENUE							
	Dec 2012 Actual		Dec 2013 Actual		BUDGETED		VARIANCE
	\$44,541.93		\$30,181.34		\$35,157.57		-\$4,976.23
	\$836,772.46		\$794,365.14		\$820,089.08		-\$25,723.94
TOTAL MONTHLY REVENUE VARIANCE							(\$25,723.94)

Agenda A.2

SCHC Revenue Review thru 12/31/2013

	Annual Budget	184 Days YTD Budget	YTD	Variance	
Medicaid	5,900,605	2,974,552	3,126,741	152,190	
Private	1,741,050	877,680	700,401	(177,279)	
Insurance/Managed Care	35,000	17,644	44,725	27,081	
Respite (HCBC)	5,000	2,521	2,179	(341)	
Medicaid Assessment	1,296,480	324,120	557,803	233,683	Paid quarterly
Medicare Part B (Total)	413,952	208,677	214,819	6,142	
Medicare Part A	1,560,375	786,600	469,808	(316,792)	
Proshare	1,762,875			-	Paid at end of FY
Net Variance from Operations		5,191,793	5,116,478	(75,315)	
Misc Income	20,000	10,082	9,001	(1,082)	
Cafeteria	17,500	8,822	13,158	4,336	
Meals	340,051	171,423	170,026	(1,397)	
YTD Variance	13,092,888	5,382,120	5,308,661	(73,459)	

A 3

**Sullivan County Nursing Home  
Quarterly Resident Census**

**Resident Census - FY 14**

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPITE		CARE		DAYS		FILLED	
Jul-13	4836	3481	85.42%	476	11.68%	118	2.90%	0	0.00%	0	0.00%	0	0.00%	4075	84.26%
Aug-13	4836	3534	86.64%	385	9.44%	152	3.73%	6	0.15%	0	0.00%	2	0.05%	4079	84.35%
Sep-13	4680	3448	87.74%	372	9.47%	108	2.75%	1	0.03%	0	0.00%	1	0.03%	3930	83.97%
1ST QUARTER	14,352	10,463	86.59%	1,233	10.20%	378	3.13%	7	0.06%	0	0.00%	3	0.02%	12,084	84.20%
Oct-13	4836	3442	83.52%	462	11.21%	181	4.39%	7	0.17%	28	0.68%	1	0.02%	4121	85.22%
Nov-13	4680	3322	83.01%	496	12.39%	171	4.27%	0	0.00%	13	0.32%	0	0.00%	4002	85.51%
Dec-13	4836	3412	82.26%	513	12.37%	204	4.92%	0	0.00%	19	0.46%	0	0.00%	4148	85.77%
2ND QUARTER	14,352	10,176	82.93%	1,471	11.99%	556	4.53%	7	0.06%	60	0.49%	1	0.01%	12,271	85.50%
Jan-14			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!
Feb-14			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!
Mar-14			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!
3RD QUARTER	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Apr-14			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!
May-14			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!
Jun-14			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!
4TH QUARTER	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
FY '13 TOTAL	28,704	20,639	84.74%	2,704	11.10%	934	3.83%	14	0.06%	60	0.25%	4	0.02%	24,355	84.85%
YTD AVG.		112.2		14.7		5.1		0.1		0.3		0.0		132.4	

Avg  
Census

Leave MLOA-home MCD-2  
Leave MLOA-home MCD-1

131.3

Leave Private -1

133.4

0.0

0.0

**Resident Census - FY 13**

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPITE		CARE		DAYS		FILLED	
Jul-12	4836	3331	77.68%	581	13.55%	339	7.91%	5	0.12%	29	0.68%	3	0.07%	4288	88.67%
Aug-12	4836	3400	79.35%	607	14.17%	265	6.18%	7	0.16%	6	0.14%	0	0.00%	4285	88.61%
Sep-12	4680	3199	80.54%	580	14.60%	188	4.73%	0	0.00%	0	0.00%	5	0.13%	3972	84.87%
1ST QUARTER	14,352	9,930	79.16%	1,768	14.09%	792	6.31%	12	0.10%	35	0.28%	8	0.06%	12,545	87.41%
Oct-12	4836	3319	79.17%	606	14.46%	252	6.01%	0	0.00%	13	0.31%	2	0.05%	4192	86.68%
Nov-12	4680	3333	78.65%	557	13.14%	298	7.03%	5	0.12%	40	0.94%	5	0.12%	4238	90.56%
Dec-12	4836	3354	78.25%	607	14.16%	320	7.47%	2	0.05%	1	0.02%	2	0.05%	4286	88.63%
2ND QUARTER	14,352	10,006	78.69%	1,770	13.92%	870	6.84%	7	0.06%	54	0.42%	9	0.07%	12,716	88.60%
Jan-13	4836	3282	78.03%	622	14.79%	301	7.16%	0	0.00%	0	0.00%	1	0.02%	4206	86.97%
Feb-13	4368	3082	79.31%	551	14.18%	253	6.51%	0	0.00%	0	0.00%	0	0.00%	3886	88.97%
Mar-13	4836	3462	81.96%	542	12.83%	220	5.21%	0	0.00%	0	0.00%	0	0.00%	4224	87.34%
3RD QUARTER	14,040	9,826	79.78%	1,715	13.92%	774	6.28%	0	0.00%	0	0.00%	1	0.01%	12,316	87.72%
Apr-13	4680	3406	83.42%	461	11.29%	189	4.63%	0	0.00%	26	0.64%	1	0.02%	4083	87.24%
May-13	4836	3424	83.27%	486	11.82%	163	3.96%	6	0.15%	31	0.75%	2	0.05%	4112	85.03%
Jun-13	4680	3360	84.00%	491	12.28%	123	3.08%	0	0.00%	25	0.63%	1	0.03%	4000	85.47%
4TH QUARTER	14,196	10,190	83.56%	1,438	11.79%	475	3.89%	6	0.05%	82	0.67%	4	0.03%	12,195	85.90%
FY '12 TOTAL	56,940	39,952	80.27%	6,691	13.44%	2,911	5.85%	25	0.05%	171	0.34%	22	0.04%	49,772	87.41%
YTD AVG.		109.5		18.3		8.0		0.1		0.5		0.1		136.4	

Avg  
Census

136.4

(2-pvt leave)

138.2

(1-pvt leave)

136.8

134.0

A.4.

**Medicare Length of Stay Analysis**

Sullivan County Health Care (SC)

Page 1 of 1  
1/15/2014 12:28 PM  
AR7400A

	Dec 2013	Nov 2013	Oct 2013	Sep 2013	Aug 2013	Jul 2013	Jun 2013	May 2013	Apr 2013	Mar 2013	Feb 2013	Jan 2013	12 Mos.	Calendar YTD
Total Admits & Readmits (All payer types)	5	1	9	4	13	8	8	6	10	8	6	12	90	90
MCR # Admits & Readmits	3	1	5	3	7	5	4	5	5	3	4	7	52	52
MCR # Discharges from facility	2	1			7	4	1	4	1	2		2	24	24
MCR Discharged LOS	42.0	46.0			24.4	27.3	2.0	24.8	10.0	15.5		23.0	24.9	24.9
MCR # End or A/R Change	1	2	1	2	2		3	5	3	4	4	6	33	33
MCR End or A/R Change LOS	92.0	72.0	9.0	60.0	19.0		28.7	50.6	67.0	54.0	37.3	64.3	51.3	51.3
Total Average MCR LOS	58.7	63.3	9.0	60.0	23.2	27.3	22.0	39.1	52.8	41.2	37.3	54.0	40.2	40.2
Total MCR Days	204	171	181	108	152	118	123	163	189	220	253	301	2183	2183
Rehab RUGs	204	171	181	108	152	118	121	157	188	210	253	294	2157	2157
% of Total MCR Days	100%	100%	100%	100%	100%	100%	98%	96%	99%	95%	100%	98%	99%	99%
Non-Rehab RUGs							2	6	1	10		7	26	26
% of Total MCR Days							2%	4%	1%	5%		2%	1%	1%
Default Days														
% of Total MCR Days														
A ADL (low dependency)	82	49	47	23	59	80	55	87	99	52	99	88	820	820
% of Total MCR Days	40%	29%	26%	21%	39%	68%	45%	53%	52%	24%	39%	29%	38%	38%
B ADL (medium dependency)		16	26	31	44	21	28	52	72	77	51	114	532	532
% of Total MCR Days		9%	14%	29%	29%	18%	23%	32%	38%	35%	20%	38%	24%	24%
C ADL (high dependency)	122	106	108	54	49	17	40	24	18	91	103	99	831	831
% of Total MCR Days	60%	62%	60%	50%	32%	14%	33%	15%	10%	41%	41%	33%	38%	38%
Medicare Net Revenue	\$99,670	\$87,695	\$98,528	\$55,801	\$69,060	\$56,287	\$56,056	\$67,346	\$90,190	\$117,029	\$132,277	\$148,971	\$1,078,909	\$1,078,909

A.S.

Note: This report includes only the selection criteria listed below.  
 Effective Date From 12/1/2013 Thru 12/31/2013  
 Status: All  
 Sort: AR Type

**Summary Admission / Discharge Report**

Sullivan County Health Care (SC)  
 Admissions (Includes Readmits)

Page 1 of 2  
 01/15/2014 12:31 PM  
 RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Readmits</i>	<i>Discharges</i>
MCD	20 Expired in Facility	0	0	1
	NH Nursing Home	1	0	0
	<i>MCD Subtotal</i>	1	0	1
MRA	20 Expired in Facility	0	0	1
	HM Home	0	1	1
	HP Hospital	2	0	0
	<i>MRA Subtotal</i>	2	1	2
PVT	HP Hospital	0	0	1
	<i>PVT Subtotal</i>	0	0	1
MRP	HP Hospital	0	1	0
	<i>MRP Subtotal</i>	0	1	0
<i>Total</i>		3	2	4

Note: This report includes only the selection criteria listed below.  
 Effective Date From 7/1/2013 Thru 12/31/2013  
 Status: All  
 Sort: AR Type

A.6

**Summary Admission / Discharge Report**

Sullivan County Health Care (SC)

Admissions (Includes Readmits)

Page 1 of 2  
 01/15/2014 12:32 PM  
 RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Readmits</i>	<i>Discharges</i>
HCB	5 Acute care hospital	1	0	0
	HM Home	1	0	1
	HP Hospital	0	0	1
	<i>HCB Subtotal</i>	2	0	2
MCD	20 Expired in Facility	0	0	12
	AL Assisted Living	1	0	0
	HM Home	1	1	1
	HP Hospital	3	2	6
	NH Nursing Home	2	0	0
	<i>MCD Subtotal</i>	7	3	19
MRA	Unknown	0	0	0
	20 Expired in Facility	0	0	3
	5 Acute care hospital	0	0	0
	HM Home	0	2	9
	HP Hospital	16	6	2
	NH Nursing Home	0	0	0
	<i>MRA Subtotal</i>	16	8	14
PVT	1 Private home/apartme	0	0	0
	2 Private home/apartme	0	0	0
	20 Expired in Facility	0	0	1
	5 Acute care hospital	0	0	0
	HM Home	1	0	0
	HP Hospital	1	0	2
	NH Nursing Home	0	0	1
	<i>PVT Subtotal</i>	2	0	4
MRP	HP Hospital	1	1	0
	<i>MRP Subtotal</i>	1	1	0
<i>Total</i>		28	12	39

A.7.

# Month-end Aged Analysis

Sullivan County Health Care (SC)  
For the Month of Dec, 2013

Type Balance	Dec/	Nov/	Oct/	Sep/	Aug/	Jul/	Jun/	May/	Apr/	Mar/	Feb/	Jan/	Dec/	Balance
<b>Aged Analysis Summary</b>														
HCB			1,122.24	160.32	961.92								690.08-	1,554.40
INS	9,940.51	10,176.34	12,304.54	3,413.01	1,481.08	4,769.99	7,517.58	385.64	629.15	881.26	1,229.41	748.02	11,482.87	64,959.40
MCD	412,038.12	16,497.94	15,652.48	16,816.69	19,205.75	16,298.52	8,753.95	7,904.55	5,956.39	25,937.42	8,424.47	2,279.27	31,181.68	586,947.23
MCP														
MRA	74,510.26	24,828.60	15,238.93	0.01				7,641.60	145.14	0.18-	0.20-	0.02	5,185.92-	117,178.26
MRB	23,548.26	8,875.79	3,819.67	0.01-	119.71	35.66	389.81	475.66	1,951.75	4,960.60	4,739.98	1,186.47	8,842.45	58,945.80
MXA	11,861.00	8,309.00	2,812.00					888.00	9,225.27	10,858.11	15,345.71	8,759.00	5,310.00	91,008.53
MXB	2,780.96	3,302.45	1,035.67	2,420.36	1,509.80	567.70	941.15	1,922.75	1,678.40	2,496.34	646.68	156.20	1,631.44	21,089.90
PVT	39,609.86	30,311.77	24,498.00	17,682.90	14,315.37	16,529.56	13,043.44	9,407.44	8,810.62	2,637.96	3,987.39	9,159.53	204,010.13	394,003.97
RES	1,563.69	2,892.46-	574.54-	1,916.94	831.73	946.70	1,066.62	1,382.42	3.20	3.20	249.69-		40,242.55	44,240.36
PHC														
HST														
PIN														
HSR														
MRP	7,896.42	6,056.66	11,051.60				2,438.56	18,898.84	15,850.64					62,192.72
AIN	626.29			1,250.00	3,000.00	4,000.00	3,700.00							12,576.29
<b>Totals:</b>	<b>584,375.37</b>	<b>105,466.09</b>	<b>86,960.59</b>	<b>43,660.22</b>	<b>41,425.36</b>	<b>43,148.13</b>	<b>38,739.11</b>	<b>57,244.17</b>	<b>45,883.40</b>	<b>52,262.31</b>	<b>27,537.04</b>	<b>18,839.51</b>	<b>309,155.56</b>	<b>1,454,696.86</b>
	40.17%	7.25%	5.98%	3.00%	2.85%	2.97%	2.66%	3.94%	3.15%	3.59%	1.89%	1.30%	21.25%	100.00%

# Sullivan County Natural Resources

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## MAINTENANCE NEEDS ON COUNTY LANDS – Lionel Chute, 2014

1. Stowell:
  - Remove trash along internal woods road
  - Cap open well near cellar hole
  - Contact abutter and move encroaching signs and barricade
  - Refresh property line blazes
2. Judkins:
  - Mow fields and cut back edges to improve for wildlife
  - Contact abutters and move encroaching posted signs
  - Refresh property line blazes
3. Little Sugar River:
  - Recon property lines and refresh as needed
  - Map trail and determine purpose
4. Marshall Pond:
  - Mow fields
  - Shift pheasant stocking to North field
  - Remove billboard and plantings in the South field
  - Install new gate with county sign and enlarge parking area
  - Remove hydraulic fluid containers and other trash on property
  - Address water main blockage (beavers?) at Marshall Pond
5. Unity Mountain Forest:
  - Remove abandoned trailer
  - Brush out trail from Marshall Pond to viewing spot
  - Maintain view and drop trees blocking Mt. Ascutney
  - Fix intersection of Spooner Road and ROW entrance
  - Install gate with county sign and create parking area

## 6. County Farm:

- Salt Shed Lot:
  - remove abandoned trailer
  - mow fields and cut back edges to improve for wildlife
  - contact abutter of north field and determine purpose of trail
  - locate northern boundary connection to Unity Mountain Forest and establish/refresh blazes
- Glidden Hill:
  - remove abandoned maple sap tubing and taps
  - determine purpose of abandoned shed near communications tower and repair or remove
- County Farm:
  - repair gate and fence for established apple orchard and add county sign to gate
  - clean out insulation and trash in root cellar, repair roof and replace doors
  - brush/clear field adjacent to Health Care parking lot (grown over with invasive shrubs)
  - sample and test soils in fields for chemical, physical and biological condition
  - mow fields and cut back edges to keep open and improve for wildlife
  - repair/replace sugar house roof
- County Complex Landscape:
  - maintain existing plantings: weed and prune as needed, and prevent tree mortality caused by string trimmers
  - DOC: reduce plantings in women's rec. area to improve function, also remove trees planted along fence and replace with flowering shrubs or perennials. Remove overgrown junipers along road and restore lilacs.
  - "Common": balance shrub gardens and plant additional shrubs for seasonal color. Replace damaged red maple and add 2-3 more trees to complete design.
  - Cemetery: straighten and repair headstones
  - Health Care: build a small platform or "dock" at the fire pond to allow access for Health Care residents



Sullivan County Department of Corrections  
103 County Farm Rd  
Claremont, NH 03743

Appendix C

Intra-Department Memorandum

From: Sgt. Milliken Date: January 21, 2014  
Subject: Daily Report At: Classification Department  
To: Superintendent Ross L. Cunningham

**POPULATION DATA:**

House of Corrections	Pre-Trial Inmates	Protective Custody	Home Confinement
Male – 40	Male – 19	Male – 0	Male - 7
Female – 13	Female – 7	Female – 0	Female - 3

**Total In-House Population: 79** (Home Confinement – (10) In-House Population on 1-21-13 / 66

**Unit Breakdown** (included in the above count):

Unit 1 – 16	Male Flex – 12	Female Flex – 4
Unit 2 – 8	Male Treatment – 7	Female Treatment – 2
Unit 3 – 15	Male Work Release – 8	Female Work Release – 5

OBS – 2

**Jail Total: 41** **CCC Total: 38**

**CENSUS DATA:**

<b>Cheshire Cty.</b>	<b>Strafford Cty.</b>	<b>Phoenix House</b>	<b>Weekender</b>	<b>Hillsborough Cty.</b>
Male – 4	Male – 1	Male – 0	Male – 1	Male - 1
Female – 1	Female – 0	Female - 0	Female - 0	Female - 0
<b>Grafton Cty.</b>	<b>NHSP/SPU/VTSP</b>	<b>Merrimack Cty.</b>	<b>Rockingham Cty.</b>	<b>CIP</b>
Male – 1	Male – 5	Male – 2	Male – 1	Male - 3
Female – 1	Female – 1	Female – 0	Female – 0	Female - 1

**Total Census Population: 102** Census Population on 1-21-13 / 92

**Individuals Housed at SCDOC for other Facilities:**

3 - Males from NHSP 1 – Cheshire Cty.  
2 - Rockingham Cty.

**Pre-Trial Services Program – Total: 15** Male - 6 Females - 9

Appendix D.L  
1/21/14 Meeting

**Sharon Callum**

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**From:** Sharon Callum <sharonjc@sullivancountynh.gov>  
**Sent:** Tuesday, January 07, 2014 3:49 PM  
**To:** Comm. Bennie Nelson; 'Comm. Ethel Jarvis'; Comm. Jeff Barrette (inkfactorynh@gmail.com)  
**Cc:** Dodi Violette-Comm's Off. (dodi@sullivancountynh.gov); Sam Fletcher-Human Resource Assistant; Peter Farrand-HR Dir. (peterf@sullivancountynh.gov); Laurie Geer (laurieg@sullivancountynh.gov); Jessie Levine - Sullivan County Manager; 'Jessie Levine'  
**Subject:** Health Trust Insurance Surplus Follow Up Questions  
**Attachments:** Primex Benefit Check 4540934.pdf

Commissioners:

This is a follow up to the question Commissioner Barrette broached at yesterday's meeting upon your review of the letter from Primex Ty Gagne (attached) and the request to check in with Primex to ensure there were no specific NH State RSA's defining how the County must handle the health insurance refund surplus from 2008.

I e-mailed Ty, he referred the inquiry to Julie Converse who just spoke to Dodi and I. She indicated she was not 'aware of any RSA's that related to the specific handling of the refund surplus'; that they are instructed by NH State to refund surplus monies to the member; and each county is handling this in their own way.

Also, as it relates to the question why we did not receive a refund for any other years, other than 2008 .... Julie noted, the only years the members would have received a refund would be the years the entire 'pool' was showing a positive. Those particular years would be 2006, 2008 and 2011. We were not a member in 2006. And, in 2011, our claims and fees exceeded premiums. Accordingly, our surplus pertains only to 2008 - Phase II refund to arrive in 2015 relates specifically to the 20% Primex held back to cover additional claims.

I'll add this as a follow up on the next meeting agenda, per request. If you'd like HR to attend the meeting to discuss further our handling of the refund, please let me know.

**Sharon Callum**  
**Administrative Assistant to County Manager & the Board of Commissioners**  
**Grant Coordinator for Fiscal Agent**

**Sullivan County Commissioners' Office**  
**14 Main Street, Newport NH 03773**  
**Tel. 603.863-2560, Fax. 603.863-9314**  
**Web. [www.sullivancountynh.gov](http://www.sullivancountynh.gov)**

"All Day, Every Day, We Make Life Better"

## Employee Benefits Return

DATE 12/16/2013 CHECK # 000726396

VENDOR EEB01

INVOICE #	INVOICE DATE	AMOUNT	DISCOUNT	VOUCHER #	NET AMOUNT
EEB00606-1 Phase I return - Sullivan County	12/01/2013	45,409.34	0.00		45,409.34
<b>TOTAL</b>		45,409.34	0.00		45,409.34

THIS DOCUMENT IS PROTECTED BY INVISIBLE FIBERS AND CHEMICALLY REACTIVE PAPER. HOLD TO LIGHT TO VERIFY A TRUE WATERMARK.

**Primex**<sup>®</sup>  
NH Public Risk Management ExchangeBow Street Place  
46 Donovan Street  
Concord, NH 03301-2624**Citizens Bank**

MANCHESTER, NH

000726396

DATE 12/16/2013 CHECK NO. 000726396

AMOUNT  
\*\*\*\*\$45,409.34

PAY FORTY-FIVE THOUSAND FOUR HUNDRED NINE AND 34 / 100 Dollars

THE  
ORDER  
OF Sullivan County  
14 Main Street  
Newport, NH 03773  
AUTHORIZED SIGNATURE

⑈000726396⑈ ⑆011401533⑆ 3300027030⑈

DEC 20 '13 11:33

Appendix D2

Bow Brook Place  
46 Donovan Street  
Concord, NH 03301-2624

(603) 225-2841  
(800) 698-2364

www.nhprimex.org

December 16, 2013

Sullivan County  
Sharon Calum, Administrative Assistant  
14 Main Street  
Newport, NH 03773

RE: Primex<sup>3</sup> Employee Benefits Coverage Reconciliation

Dear Valued Member:

In 2011, Primex<sup>3</sup> announced that our Health program would end effective June 30, 2012. Our contract with our third party administrator for claims processing terminated one year after the program ended, to allow for the processing and payment of run-out claims over an extended period. Subsequent to run-out and our preliminary reconciliation of the Employee Benefits Coverage programs, we are pleased to announce that there is a net surplus available for return. We will be issuing the return in two phases, one this year and one next year, which will allow us to address any unanticipated claims or vendor reconciliations that may arise.

I am pleased to notify you that Sullivan County qualified for a return of \$45,409.34 and your check is enclosed. Also enclosed with this return is a listing of your plan types and their associated premiums for the years of your return.

If you have questions or require additional assistance regarding this return, please contact Julie Converse, Director of Finance at 603-410-2134 or Denise Paul, Senior Accountant at 603-410-2142. We appreciate your continued trust in, and commitment to, Primex<sup>3</sup> pooled coverage programs.

Respectfully,



Ty Gagne  
Chief Executive Officer

ENCLOSURE

Sullivan County

**BREAKDOWN OF EMPLOYEE BENEFIT COVERAGE RETURN**

2008	45,409.34
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<b>Total Phase I Return</b>	<b>\$45,409.34</b>
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## Sullivan County Plans Offered

Year	Group	Division Active	Division Retiree	Division COBRA	Plan Type	Rx Option	Individual	Two Person	Family
<b>2008</b>									
07-01-08 to 12-31-08	054863	0000	0002	0001	HMO High \$5	\$0/\$15/\$15 R \$0/\$1/\$1 M	\$659.31	\$1,318.61	\$1,793.49
	054863	0003	0005	0004	HMO High \$5	\$0/\$15/\$15 R \$0/\$1/\$1 M	\$659.31	\$1,318.61	\$1,793.49
	055196	0000	0002	0001	HMO Mid \$10	\$0/\$20/\$30 Retail/Mail	\$591.40	\$1,182.80	\$1,608.77
	055196	0003	0005	0004	HMO Mid \$10	\$0/\$20/\$30 Retail/Mail	\$591.40	\$1,182.80	\$1,608.77
	054862	N/A	0000	N/A	Medicare Enhance \$5	\$0/\$20/\$30 R \$0/\$1/\$1 M	\$450.22	N/A	N/A
	094456	N/A	N/A	N/A	First Seniority Freedom	\$5/\$10/\$15 R \$10/\$20/\$45 M	\$195.00	N/A	N/A

## COUNTY OF SULLIVAN, NH

**FY 15 BUDGET MEETINGS \ FINANCIAL REPORTS - TIME LINE**

Activity \ Event	Jan. 2014	Feb	March	April	May	June	July	August	September
County Manager Budget Format Presentation and forms to Dept Heads & Elected Officials	Jan. 22, Wed. 10:00am - 12Noon								
Department Heads & Elected Officials Submit Budgets to the County Manager	Jan. 31, Fri.								
Manager Reviews Budgets with Department Heads & Elected Officials *		Feb. 5, Wed. - Feb. 24, Mon.							
Submit Newspaper-Slide Ad for County Grants ( <i>Grant deadline: Friday, Mar. 14, 2014</i> )		Feb. 7, Fri.							
County Manager Submits Budget to the Commissioners				Mon. Apr. 7					
Commissioners Review Budgets w\Dept. Heads (EFC Invited) **				Mon. Apr. 14, Fri. Apr. 18, Mon. Apr. 28, Fri. May 9					
Grant Applications Review				Mon. Apr. 28					
Commissioners Finalize Budget & Sign MS46						TBA: Possibly May 19, Mon.			
EFC Delegates Budget Review Meeting						TBA: Possibly May 23, 30, & Jun 2			
Budget (MS-46) Mailed to Delegates, Town \ County \ State Officials (RSA 24:21-a.II.): Deadline (Prior to May 31st)						May 30th, Fri.			
Submit Ad for the Public Hearing ( <i>Placed at least 3 days prior to Hearing</i> ).									
Public Hearing ( <i>RSA 24:23 10-20 days after MS-46 mailed</i> )					If MS-46 mailed 5-30-2014: June 9th - 19th Inclusive				
Target Date for EFC Proposed Budget Recommendations						TBA: Prior to County Convention			
Biennial Deadline for setting County Official Salaries (RSA 23:7 and 655:14 / Prior to 6/4/2014)									
County Convention ( <i>RSA 24:21-a.III</i> )									
MS42 w/signed <u>approved</u> Convention Minutes deadline (RSA 24:21) Deadline (Mail prior to Sept. 1st)						TBA (28 elapses - from mailing of MS46): After Fri. June 27th			
									TBA

\* A separate Manager's budget review schedule w/Dept. Heads will be available once approved

\*\* A separate Comm's budget review schedule w/Dept. Heads will be available once approved

Preliminary FY 14 Audit Preparation: TBA - Possibly in May 2014

Audit of County FY 14 Financials: TBA - Typically first week of August 2014

Audited FY 14 Financials Exit Interview: TBA - Typically early October 2014

Time line last update 1-17-2014 2:40 PM

MS46: Includes Commissioners Proposed (FY15), Current Budget, 9 Mos. YTD

MS42: Includes Delegations Ratified Budget (FY15)

MS45: End of Fiscal Year - Auditors Prepare Currently

BATH HISTORICAL SOCIETY

PO BOX 44

BATH, NH 03740

To County Delegates:

The Bath Historical Society has recently purchased a building on the commons in Bath, New Hampshire, hometown of Raymond S. Burton. The Society is proceeding to establish a portion of the building as a Raymond S. Burton Memorial and Learning Center. We have also initiated a program with Plymouth State University which will allow students of archival and government studies a place to do research and to do archival work. The Raymond S. Burton collection is being provided by his Estate. The Bath Historical Society is seeking funding to insure the collection is displayed in a dignified setting befitting the legacy of Raymond and that it is maintained ongoing. We estimate a budget of \$20,000 is needed to make construction changes and to supply a proper environment for display. We are asking each county in District One to consider budgeting an amount this year to help with this important project. Your consideration is much appreciated.

Duane Baxter

Executor, Raymond S. Burton Estate

JAN 8 '14 AM 11:31